

CONNECT WITH SKYPE



Overview

Hello Teacher,

You will be helping participants to get comfortable with downloading, installing and running Skype. You will need to do some background research into the different versions of Skype as there are App and computer programs. This will require people to have an email or feel comfortable with creating accounts. It is a fairly simple process, but here are your main objectives:

- Create a Skype account
- Download Skype on a computer (PC or Mac) or mobile device (this may be harder for libraries that have locked down computers)
- Set up webcams and microphones to have participants talk with each other or manage their contact list
- Talk about possibilities of Skype (podcasts etc.)

Connect With Skype

Purpose (Content)

The class will get people used to using Skype and feel comfortable with the different features available. Participants will see how to create an account, download the software, and interact with other users of Skype. Having different resources available including online and book resources will help the participants gain useful skill in Skype.

Targeted Audience

The audience is anyone with an interest talking to people over an internet connection. This could include anyone who is looking for a phone alternative or a way to connect with someone who may be living far away. This class could include adults and teenagers, but is geared for older adults who are not comfortable with newer technology.

Prerequisites

Must have experience with creating accounts and have an email. Class could require participants to bring a webcam or microphone.

Time

1.5 Hours

Objective

The goal is to be able to use Skype. This includes building on basic computer skills of creating accounts and installing programs. There are plenty of teachable moments when using Skype to talk about programs and how hardware works with a computer.

Materials

- 6 x Computers
- 6 x Webcams (microphone included) (optional)
- Classroom

Instructional Procedures

What is Skype, how do I get it, and how do I use it?

Getting Skype

There can be different ways to get Skype, but while on a computer it is best to go to www.skype.com if someone is using a mobile device they will have to go to their App store and see if Skype is

available. There could be other ways to get the App, but stick with the easy ones. Show participants an opening video of how to use Skype.

Creating a Skype Account

After finding the program it is a fairly simple process to create an account with Skype. Make sure to talk about the free version versus the paid version and what may change the Skype experience. Knowing what will cost and what is free with the program can make all of the difference because calling between computers is free, but calling phones with a Skype line will cost money. It is also important to address the differences between the Mac and PC version as the interface does not look the same, but the buttons and icons have the same functions.

Connecting the Webcam and Microphone

After downloading and installing Skype it is important for participants to feel comfortable with Skype. Connect the webcam or microphone and get them prepared for using the product. If they are using a phone then have them install the app and explain how using WiFi or 3g/4g will behave differently (or use a data plan). As a teacher, have a Skype account created that you can share with everyone. This will let them see the instant chat as well as calling with a camera or without.

Creating Contacts and Modifying the Account

Show participants how to find contacts and create contacts for different users. Send out a couple of friend requests within the room and explain how to connect with everyone. Give an example call and talk to one of the participants. If people feel comfortable have them share their Skype account information. If not, just have them interact with your account. This will give an opportunity to delete a contact as well.

Skype Tips

Remind people that if they have speakers on when talking to people there can be problems because people can hear themselves talking through the speakers. It may be important to use headphones when using Skype as it will help the other person not hear themselves. There are a couple of advanced topics that can be covered including how they might use Skype to record a podcast. This requires some other programs on the computer.

Closure

Spend the last ten minutes closing down identifying where people are feeling uncomfortable and answer questions. Reinforce the different options that are available in websites and videos that people can use to remind them of where they can find information about Skype. Skype can have multiple functions such as Podcasts and business purposes. Show materials that are available within the library and online that can be utilized if they want to keep working with Skype.

Assessment

Have participants take a survey that talks about the highs and lows and if they gained the knowledge they wanted. Getting participants to feel comfortable with Skype is the goal so discuss what else may help participants to feel better and ready to attack Skype.

Resources – a few to help you out

- <http://youtu.be/QTVElj-cg2w>
- <http://youtu.be/4TQiaD3F8E4>
- <https://support.skype.com/en/>

Books

- *Skype for Dummies* (2011) by Loren Abdulezer, Susan Abdulezer, and Howard Dammond